

**MINUTES OF THE
BUILDINGS & GROUNDS COMMITTEE MEETING
July 19, 2010**

Members Present: Chairman Jim Sharon; Paul Dean; Billy Fried; Scott Holewinski; and John Hoffman.

Others Present: Curt Krouze, Buildings & Grounds Director; Linda Conlon, Public Health Director; District #18 Supervisor Peter Wolk; Ken Kortenhof, Emergency Management Director; Dianne Jacobson, Department on Aging Director; John Hoffman, Oneida County Sheriff; Margie Sorenson, Finance Director; unidentified member of the media; Kevin Boneske, *The Daily News*; and LuAnn Brunette, Buildings & Grounds Leadperson.

CALL TO ORDER

Chairman Sharon called the meeting to order at approximately 10:00 a.m. in Committee Room #1 of the Oneida County Courthouse. He noted that the meeting notice had been properly posted and mailed in accordance with the Wisconsin Open Meeting Law and accommodations would be made for qualified individuals pursuant to the Americans with Disabilities Act.

APPROVE AGENDA

Motion to approve the agenda by Hoffman/Dean, with the chair being given the authority to move to items on the agenda as the committee sees fit. All aye on voice vote.

FUTURE LOCATION OF HEALTH DEPARTMENT

Krouze stated that previously a resolution had gone forward through county board to move the Health Department to the WPS building, but since that time, it appears the sale of the Job Center building will take place. He suggested that if negotiations are approved in August, the committee may also want to have a resolution prepared rescinding the previous resolution and instead moving the health department to the Job Center building with the department on aging. Krouze explained that there is currently no recommendation to the county board to move the health department to the Job Center. He stated that the committee will also need funding in place to renovate the space to accommodate the health department at the Job Center location.

Supervisor Hoffman questioned the status of the purchase.

Krouze explained that according to Corporation Counsel Desmond, the county must have a plan in place to cover all of the relocation expenses for the current renters of the Job Center before making an offer to purchase. He stated that according to Desmond, the county must have a comprehensive plan in place for

how we will pay for their relocation costs, then the offer to purchase will be made, coming to the board in August if all falls into place on time.

Krouze explained that since this committee made the recommendation to county board to move the health department to the Wisconsin Public Service building, it would be up to this committee to have a resolution prepared to move the health department instead to the Job Center in the event the county purchases that building. He noted the Department on Aging Building Committee doesn't have the authority to purchase for the health department, only for the department on aging. Krouze stated that this will be needed in some form, noting it could be included as part of the resolution authorizing purchase of the Job Center building.

Jacobson interjected that the building committee cannot justify the purchase of the entire building for just the department on aging.

Krouze asked Conlon if this idea had been discussed at the health department committee level.

Conlon responded that the subject of the relocation of the department comes up on a monthly basis on that agenda. She stated that the WPS building was a great fit for their department, plans from the architect insured it was designed to fit their needs, but she understood that from the committee's viewpoint there are advantages to buying one building, noting the Job Center is a good fit for the department on aging, the two departments work well together, and it is simply a better option for the county to have two departments in one building. She stated there are pros and cons, noting the close proximity to Trigs for WIC clients as being advantageous to health department clients, noting some concern with the distance from the courthouse, because of their work with social services. Conlon also voiced concern that the health department will have special needs for lab rooms, bathrooms, etc. and the possible remodel costs for the Job Center facility aren't known.

Krouze stated that to keep and operate both buildings would be too costly, and it would be more work to maintain, snowplow, etc. He stated that this also provides the option to sell the WPS building, which could offset part of the purchase price of the Job Center building.

The possible cost of the Job Center was discussed, and Krouze clarified that the cost is almost 1.3 million dollars for the building and property. Krouze explained that he has had new inquiries on the WPS building, noting it is possible we could sell the building, as there has been more interest in the building than there was six months ago.

Colon stated that there has been some discussion on the possibility of renting space out if the Job Center building is purchased, noting this cannot happen for confidentiality reasons.

Supervisor Hoffman noted that the WPS building would be more salable than the existing department on aging building due to the zoning restrictions on the existing department on aging building.

Dean questioned Finance Director Sorenson on where this puts us financially considering the budget shortfall.

Sorenson stated that she developed a worksheet regarding the general fund, which she distributed to those present. Sorenson stated that the options are that money could be taken from the general fund, or the money could be borrowed. She reviewed the worksheet describing how funds could be applied to cover the projected shortfall, and indicated that about 2.4 million dollars should be available that could be used to fund this purchase. Sorenson stated that the current deficit will likely not be made up by the end of the year.

Sorenson stated that the county's credit rating is based on the figures and formulas provided.

Supervisor Dean questioned of the 18 million dollars we have, we can use only about 2.4 million dollars.

Sorenson responded that was correct; we need 5 million dollars to operate. She noted that this does afford paying for the radio project and voice over for ITS. She stressed that general fund monies shouldn't be used for recurring operating expenses, noting that if you use general fund monies rather than laying off people, eventually the general fund would be used up.

Supervisor Dean questioned Sorenson if it would be better for us to lay people off.

Sorenson reiterated, if you use the general fund for recurring expenses, it will eventually run out.

Krouze questioned the three-month operating fund of 5 million dollars.

Sorenson stated that this is a recommendation of Moody's and the auditors.

Fried questioned the use of the general funds for revenue shortfalls.

Sorenson discussed the need to reduce expenses, increase revenues, or use general fund balance to cover shortfalls.

Fried concluded that the county's options include taking funds from the general fund or to look at bonding or financing.

Jacobson related that the department on aging has about \$750,000 set aside between funds budgeted in previous years and funds the department has earned, including a \$100,000 donation.

Supervisor Hoffman noted that if the buildings are sold, that money could offset the cost of the Job Center building. Zoning restrictions on the department on aging building were discussed.

Krouze stated that he thought it might be possible for the county to sell the current department on aging facility for another use.

Supervisor Fried questioned if the additional building will require additional maintenance staff similar to when the law enforcement center was built and created a need for an increase in staffing.

Krouze responded that this department currently staffs the department on aging by a half-time person, and there may be additional staffing needs of a half-time person to work for both the department on aging and health department. He stated that having another offsite building will probably add an additional half time employee. He stated that although the proposed Job Center facility has no grass to mow, nor snow to plow, with the additional square footage, there will likely be more building cleaning and maintenance. He stated that having two departments co-located at the same facility would be better than having them at two different sites.

Discussion focused on parking at the proposed site. Krouze stated that it makes sense to pay for snow removal, noting charges would be based on square footage. He stated the county should look at what the cost is and see if it makes sense.

Discussion followed with regard to a possible resolution from this committee recommending to the county board that the Oneida County health department be relocated instead of to the 111 E. Davenport Street facility to the Northern Advantage Job Center. Krouze noted that this resolution could be held until the building is purchased, if this is what the committee prefers. Krouze offered that he could work with Desmond to work up a resolution, which could be brought back to the committee for approval.

Supervisor Holewinski suggested the resolution should include what to do with the WPS building.

Supervisor Dean interjected that he felt this should be addressed in two resolutions.

Supervisor Hoffman stated that it wouldn't hurt to have such a resolution, especially now that this committee meets only monthly, the need for a resolution would not then delay the process.

Motion by Fried/Hoffman to authorize Krouze to work with Corporation Counsel to prepare a resolution to recommend relocation of the health department to the Northern Advantage Job Center building rather than the 111 E. Davenport Street facility. All aye on voice vote.

Krouze questioned if the committee also wanted a resolution prepared to deal with disposition of the WPS building.

Motion by Hoffman/Holewinski to authorize Krouze to work with Corporation Counsel on a resolution to dispose of the WPS building; this resolution is to be held in abeyance and be brought forward when the resolution comes forth for purchase of the Northern Advantage Job Center. Krouze clarified that the resolutions should be drawn up and worded to be valid with the purchase of the Job Center. Supervisor Hoffman stated that the committee wanted to be sure these would go to county board in August. The committee agreed that the resolutions should be produced and left in the clerk's office for signature. All aye on voice vote.

NO-SMOKING ENFORCEMENT

Krouze stated that this item was placed on today's agenda as he has been wondering about possible enforcement issues with the public and staff, location of cigarette butt receptacles, and how this will impact duties of the buildings & grounds staff.

Conlon stated that law enforcement has the authority to enforce this mandate. Conlon offered to provide information on what other counties have done, noting this is an issue for a lot of places of employment. She stated that Krouze could review the options and see what works best for the department.

Krouze indicated that his greatest concern is about the public coming up to the building. He questioned how they are supposed to follow the regulations, noting that in most instances the smoker would be finished by the time this could be enforced. He further questioned if the committee will establish a designated smoking area for employees, such as a kiosk. He discussed the need to address some of these issues.

Discussion followed with regard to possible signage indicating that the courthouse is a "smoke-free campus", while allowing staff to smoke in their cars in the parking lot.

Supervisor Fried suggested Krouze work with the health department and come back to the committee with recommendations on possible options.

Discussion followed with regard to the loading dock area currently used as a designated smoking location for staff. Conlon stated that this would not be permissible, as it would be defined as a closed space. Conlon noted that the sheriff's department has to prioritize their calls, and she realizes that they will not drop everything they are doing to address a smoking violation. She explained that other states have gone through this and it does involve some "self-enforcement", reiterating that she doesn't expect law enforcement to make this a priority. Conlon stated that health department staff is trying to help with this transition process.

SOLICITATION OF QUOTES FOR ARCHITECTURAL SERVICES FOR POTENTIAL ADDITION TO ONEIDA COUNTY LAW ENFORCEMENT CENTER

Krouze provided those present with a draft notice of solicitation. He explained that this would announce the committee is accepting quotes for architectural services to prepare the documents needed to actually take something out for bid. He explained that this process would allow for a more exact price of what the storage facility would actually cost to be developed, and the county would still have the authority to reject bids if the pricing came in at too high of a cost.

Supervisor Hoffman questioned what the cost of these services might cost.

Krouze responded that he would estimate the cost of the preparation of the bid documents to be about 3-4% of the total project cost, noting that design/build might be more costly for this but cost less in the long range. He indicated that this is a policy decision for the committee to make, and questioned if the committee would move forward with this.

Sorenson questioned if the committee is prepared with a list of what is wanted.

Krouze related history of this project and discussion, explaining that the committee has had three different designs, noting that this would be solicitation for an RFP (request for proposals) to write the "spec". He stated that this aspect would not include any changes to the facility at River Street. Krouze explained that this solicitation would be for an RFP for an architect to produce a document that could be bid out to contractors, and once bid, would provide the actual cost of the project. He noted that at some point a decision has to be made, he stated that he nor the architect can nail the costs down any more than what has all ready been done. Krouze stated that if the committee wants to go forward and advertise, this would provide all the specs to build the building. He related history on this issue, noting that this project began at a cost of 2.8 million dollars and that cost has since been shaved down to about 1 million dollars. He stated that there will be a cost to hiring the architect. Krouze stated at some point a decision on how or if to proceed on this project must be made.

Supervisor Holewinski responded that the needs have been determined. He stated that a detached facility could likely be built for one third of the price, and still provide the storage capability needed. He stated that it will be a struggle to have the proposed project approved by the board, noting that a detached facility might be more easily approved at a lower price. Holewinski stated that the need is there, the committee is on the right track, but doesn't know if this will go through the county board.

Chairman Sharon concurred that having this approved by the county board will be very hard to do, noting that the board is all ready involved with the move of the department on aging, and if county board gets hit with everything, he would anticipate this project will be voted down.

Holewinski questioned if it is necessary to have this attached to the building. He discussed options with part of the building attached and part detached cold storage. He predicted that passage of this project would likely to be a hard battle with the projected deficit the board is also dealing with.

Krouze indicated that if the committee wants prices on a detached building on the side, he would get pricing. He asked for direction.

Supervisor Holewinski stated that he would not want to spend another \$30,000 of architectural fees, but would rather ask county board first and determine if they want to spend this type of money for this type of building.

Discussion followed on history of this issue. Krouze explained that when the River Street building was purchased, before his hire, the sheriff's department was renting space in the community to house storage. He explained that this committee bought the facility at River Street as a temporary storage site. He stated that the county then built the law enforcement center and prior to construction, cut a number of garage stalls and the cold storage portion of the new project. Krouze stated that while the committee reduced the space, members agreed in 1998 to add storage later as needed. He stated that the needs have grown, and the committee has opted not to spend money to fix the River Street buildings. He stressed the need to do the repairs now, split Hazmat and department on aging bus storage from the building project, and build storage for the sheriff's department.

Supervisor Fried stated, if it has been determined there is a need, then we should send something solid to the board, noting that bonding could be an option to put both projects together.

Sorenson interjected that bonding is very expensive, noting it costs about \$100,000 to bond. She stated if the county were to borrow less than a million dollars, it would be easy to do. Sorenson stated that since bonding is costly, many counties issue one bond and group several projects together to bond.

Supervisor Holewinski stated if this is done using excess money, it is doable; if this is put on the tax roll, it will never pass. He stated that the excess general fund money should be spent on projects, not on operating expenses. He stated that the committee is in agreement that there is a need.

Sorenson stated that the decision on how to pay for the project will be made by the finance committee, or county board. She stated even if the final decision is made by the county board, a recommendation would be made to the board by finance.

MOTION: Dean moved to authorize Krouze to publish the notice of solicitation as written to have an RFP prepared using the most recent design for storage attached to the law enforcement center. Second by Holewinski.

Discussion followed. Krouze stated that if the county isn't going to spend the money on the project, it would be wrong to approve this. Committee members discussed the need, noting that it is all justified, but the cost of the building will create dissent with the board.

Supervisor Hoffman questioned the sheriff if he would be in favor of a cheaper construction, maybe not attached, and asked if the sheriff could live with that outcome. Hoffman questioned the sheriff if this would serve the needs.

Sheriff Hoffman noted that the building that we have at River Street is detached, and there are many issues with that. He discussed recommendations of the architect.

Krouze stated that building a detached facility for just sheriff's storage would be a totally different spec. He described the changes he envisioned, noting that he thought it might be half the cost, but not a third.

Supervisor Holewinski indicated that his previous estimate didn't take into account the need to follow the prevailing wage rate.

Supervisor Wolk questioned, if you go ahead to do this, do you have the money to get the architect?

Krouze responded that there is no money designated for this, it would have to be funded at the finance committee's discretion.

Sorenson stated that any use of contingency funds would have to be approved by finance.

Krouze questioned if this committee could approve use of courthouse renovation money to be transferred to this project.

Sorenson stated that finance would have to approve any transfers.

Supervisor Wolk pointed out that if the development of the building specs were to cost \$40,000 and the board says no to the project when the costs come in, this \$40,000 could have been spent, and the project still will be denied.

Discussion followed, as committee members discussed the option of an addition to the law enforcement center that would be heated including the radio tech space and loading dock, with a self-standing building that would be cold storage. They discussed the possibility of having county board approve this project in light of the projected deficit for this year.

Krouze stressed the need for the committee to make a decision on whether the RFP should be pursued, or if the committee would focus on building the detached structure proposed by Supervisor Holewinski. He questioned if it would help to have the law enforcement committee involved.

Sheriff Hoffman stated that he has many of the same concerns the committee has voiced about proceeding with this project in light of the deficits, noting that he also hoped that due to the bad economy, the county might get a better price on the project.

The committee discussed drawing back on this and providing staff time to do additional research and see where we should go on this.

The question of the motion (highlighted on page 8) was called for: all opposed, motion failed.

Motion by Holweinski to instruct staff, including sheriff's department staff, emergency management and buildings & grounds, to work on an alternate proposal for an approximate cost on a detached cold storage facility. Second by Hoffman. All aye on voice vote.

RIVER STREET STORAGE FACILITY

Staff asked that item 8 be tabled until staff has a chance to work on the action taken on the previous item.

APPROVE MINUTES

Motion by Hoffman/Fried to approve the minutes of the previous committee meeting dated June 21, 2010, with no additions, corrections or deletions. All aye on voice vote.

YEAR 2011 FURNITURE AND EQUIPMENT REQUEST LETTER

Krouze provided committee members with a proposed draft letter to be sent out to county staff and elected officials with regard to the 2011 budget and the

requested 5% decrease in non-personnel line items. He explained that as much of the budget of the buildings and grounds department is not discretionary, one of the few ways to cut costs would be to only consider requests for furniture and equipment that were either emergency in nature or the result of an ergonomic study. Motion to approve and sign the letter by Holewinski/Dean. All aye on voice vote.

YEAR 2010 BUILDINGS & GROUNDS DEPARTMENTAL INFORMATION DOCUMENT

Krouze noted a copy of the department's updated DID was included with today's agenda. The committee reviewed and discussed the updated version.

Motion by Fried to approve the DID as presented. Second by Dean. All aye on voice vote.

NON BUDGETED ITEM REQUESTS

There were no requests at this time.

BILLS, VOUCHERS, LINE ITEM TRANSFERS, BLANKET PURCHASE ORDERS

Krouze presented bills and vouchers for committee review. A list of blanket purchase orders paid since the previous meeting was mailed to committee members in their agenda packets. Motion to approve payment of the bills and blanket purchase orders by Holewinski/Fried. All aye on voice vote.

PUBLIC COMMENT

There was no public comment.

ITEMS FOR NEXT AGENDA

Chairman Sharon indicated that staff could take items from today's minutes, as well as courthouse security, and budget for 2011.

REVIEW UPCOMING MEETING DATE

Chairman Sharon noted that the next meeting date had previously been scheduled for Monday, August 16, 2010 at 10:00 a.m.

ADJOURNMENT

The meeting adjourned by a motion of Dean/Hoffman. The time was approximately 11:37 a.m.

Jim Sharon,
Chairman

LuAnn Brunette,
Committee Secretary